

Document Owner: Chris Van Leuven

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Approver(s): KIDS Leadership

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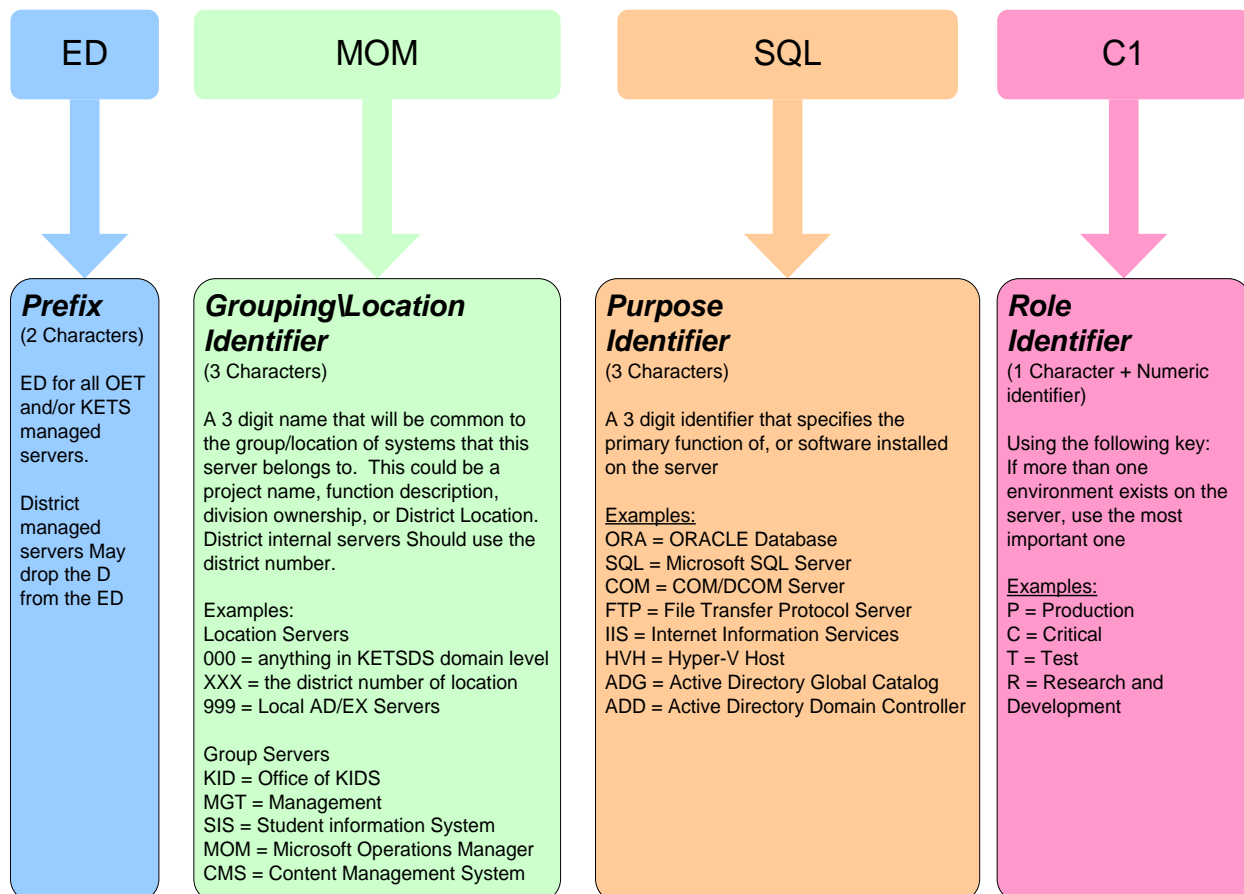
Purpose and Scope: Standardize the naming conventions of the servers Managed by KIDS locally and within districts for the purpose of easily identifying ownership and purpose of said equipment.

Reason for Implementing:

Provides specification for server naming managed by KIDS as well as a “Best Practice” District internal servers.

I. KIDS Managed Server Naming Standard

The server name shall be created by a defined set of rules. The name will be standard across all Districts and KIDS servers. Naming must go through DCS before naming is fully approved. DCS will maintain a live list of ‘Grouping\Location Identifier’ and ‘Purpose Identifier’. District server admins are not required to get DCS approval. Diagram of the recommend naming standard (See Visio Diagram for full view)...



Acronyms/Abbreviations:

- None

List of Appendices:**Related Documents:**

Data center services will ensure all new servers comply with the naming convention.

ketsdatacenterservices@education.ky.gov

References:**Quality Records**

Title	Location Kept	Duration Kept	Disposal Method